

U.S. Department of Justice

Washington, DC 20530

Supplemental Statement**Pursuant to the Foreign Agents Registration Act of 1938, as amended**For Six Month Period Ending 7/31/2012

(Insert date)

I - REGISTRANT

1. (a) Name of Registrant

Kobe Trade Information Office

(b) Registration No.

2438

(c) Business Address(es) of Registrant

1001 Fourth Ave, Suite 2328

Seattle, WA 98154

2. Has there been a change in the information previously furnished in connection with the following?

(a) If an individual:

(1) Residence address(es) Yes ☐ No ☐(2) Citizenship Yes ☐ No ☐(3) Occupation Yes ☐ No ☐

(b) If an organization:

(1) Name Yes ☐ No ☒(2) Ownership or control Yes ☐ No ☒(3) Branch offices Yes ☐ No ☒

(c) Explain fully all changes, if any, indicated in Items (a) and (b) above.

IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, AND 5(a).3. If you have previously filed Exhibit C¹, state whether any changes therein have occurred during this 6 month reporting period.Yes ☐ No ☒If yes, have you filed an amendment to the Exhibit C? Yes ☐ No ☐

If no, please attach the required amendment.

¹ The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, and by laws of a registrant that is an organization. (A waiver of the requirement to file an Exhibit C may be obtained for good cause upon written application to the Assistant Attorney General, National Security Division, U.S. Department of Justice, Washington, DC 20530.)

4. (a) Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period?

Yes ☒ No ☐

If yes, furnish the following information:

Name	Position	Date Connection Ended
Toshihiko Nakamura	Director	4/7/2012

(b) Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?

Yes ☒ No ☐

If yes, furnish the following information:

Name	Residence Address	Citizenship	Position	Date Assumed
Masao Kakiuchi	7650 SE 27th St. #502 Mercer Island, WA 98040	Japan	Director	4/16/2012

5. (a) Has any person named in Item 4(b) rendered services directly in furtherance of the interests of any foreign principal?

Yes ☐ No ☒

If yes, identify each such person and describe the service rendered.

(b) During this six month reporting period, has the registrant hired as employees or in any other capacity, any persons who rendered or will render services to the registrant directly in furtherance of the interests of any foreign principal(s) in other than a clerical or secretarial, or in a related or similar capacity? Yes ☐ No ☒

Name	Residence Address	Citizenship	Position	Date Assumed
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(c) Have any employees or individuals, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period? Yes ☒ No ☐

If yes, furnish the following information:

Name	Position or Connection	Date Terminated
Toshihiko Nakamura	Director	4/7/2012

(d) Have any employees or individuals, who have filed a short form registration statement, terminated their connection with any foreign principal during this 6 month reporting period? Yes ☐ No ☒

If yes, furnish the following information:

Name	Position or Connection	Foreign Principal	Date Terminated
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6. Have short form registration statements been filed by all of the persons named in Items 5(a) and 5(b) of the supplemental statement?

Yes ☒ No ☐

If no, list names of persons who have not filed the required statement.

II - FOREIGN PRINCIPAL

7. Has your connection with any foreign principal ended during this 6 month reporting period? Yes ☐ No ☒

If yes, furnish the following information:

Foreign Principal

Date of Termination

8. Have you acquired any new foreign principal(s)² during this 6 month reporting period? Yes ☐ No ☒

If yes, furnish the following information:

Name and Address of Foreign Principal(s)

Date Acquired

9. In addition to those named in Items 7 and 8, if any, list foreign principal(s)² whom you continued to represent during the 6 month reporting period.

Kobe Municipal Government of Japan

10. (a) Have you filed exhibits for the newly acquired foreign principal(s), if any, listed in Item 8?

Exhibit A³ Yes ☐ No ☐

Exhibit B⁴ Yes ☐ No ☐

If no, please attach the required exhibit.

- (b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period? Yes ☐ No ☐

If yes, have you filed an amendment to these exhibits? Yes ☐ No ☐

If no, please attach the required amendment.

² The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a) (9)). A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

³ The Exhibit A, which is filed on Form NSD-3 (Formerly CRM-157) sets forth the information required to be disclosed concerning each foreign principal.

⁴ The Exhibit B, which is filed on Form NSD-4 (Formerly CRM-155) sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

III - ACTIVITIES

11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 7, 8, or 9 of this statement? Yes ☒ No ☐

If yes, identify each foreign principal and describe in full detail your activities and services:

See Attachment A, named "Calendar of Activities," for all short-form registrants' activities.

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity⁵ as defined below? Yes ☐ No ☒

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places of delivery, names of speakers and subject matter.

13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits your foreign principal(s)? Yes ☐ No ☒

If yes, describe fully.

⁵ The term "political activity" means any activity that the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting or changing the domestic or foreign policies of the United States or with reference to political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

IV - FINANCIAL INFORMATION**14. (a) RECEIPTS-MONIES**

During this 6 month reporting period, have you received from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes ☒ No ☐

If no, explain why.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies.⁶

Date	From Whom	Purpose	Amount
5/2/2012	Kobe Municipal Gov't	Office Budget Quarterly Deposit	\$37,077.00
5/17/2012	Commonwealth Partners, Inc.	2011 Office building operating refund	\$254.91
6/13/2012	Liberty Northwest Insurance	Car insurance policy change refund	\$5.58

\$37,337.49

Total

(b) RECEIPTS - FUNDRAISING CAMPAIGN

During this 6 month reporting period, have you received, as part of a fundraising campaign⁷, any money on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes ☐ No ☒

If yes, have you filed an Exhibit D to your registration? Yes ☐ No ☐

If yes, indicate the date the Exhibit D was filed. Date _____

(c) RECEIPTS-THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value⁹ other than money from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal?

Yes ☐ No ☒

If yes, furnish the following information:

Foreign Principal	Date Received	Thing of Value	Purpose
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6, 7 A registrant is required to file an Exhibit D if he collects or receives contributions, loans, moneys, or other things of value for a foreign principal, as part of a fundraising campaign. (See Rule 201(e)).

8 An Exhibit D, for which no printed form is provided, sets forth an account of money collected or received as a result of a fundraising campaign and transmitted for a foreign principal.

9 Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) DISBURSEMENTS-MONIES

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes ☒ No ☐(2) transmitted monies to any such foreign principal? Yes ☐ No ☐

If no, explain in full detail why there were no disbursements made on behalf of any foreign principal.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

Date	To Whom	Purpose	Amount
	See Attachment B, called "Disbursement of Monies," for a detailed report of transactions		

\$78,325.91

Total

(b) DISBURSEMENTS-THINGS OF VALUE

During this 6 month reporting period, have you disposed of anything of value¹⁰ other than money in furtherance of or in connection with activities on behalf of any foreign principal named in Items 7, 8, or 9 of this statement?

Yes ☐ No ☒

If yes, furnish the following information:

Date	Recipient	Foreign Principal	Thing of Value	Purpose
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(c) DISBURSEMENTS-POLITICAL CONTRIBUTIONS

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value¹¹ in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?

Yes ☐ No ☒

If yes, furnish the following information:

Date	Amount or Thing of Value	Political Organization or Candidate	Location of Event
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10, 11 Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks" and the like.

V - INFORMATIONAL MATERIALS

16. (a) During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any informational materials?¹²
 Yes ☒ No ☐

If Yes, go to Item 17.

- (b) If you answered No to Item 16(a), do you disseminate any material in connection with your registration?
 Yes ☐ No ☐

If Yes, please forward the materials disseminated during the six month period to the Registration Unit for review.

17. Identify each such foreign principal.
 Kobe Municipal Government

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating informational materials? Yes ☐ No ☒
 If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of informational materials include the use of any of the following:

- ☐ Radio or TV broadcasts ☐ Magazine or newspaper ☐ Motion picture films ☐ Letters or telegrams
☐ Advertising campaigns ☐ Press releases ☒ Pamphlets or other publications ☐ Lectures or speeches
☒ Other (specify) One ad in Japan UP! magazine

Electronic Communications

- ☐ Email
☒ Website URL(s): http://www.cityofkobe.org
☒ Social media websites URL(s): https://www.facebook.com/pages/KTIO-Seattle-branch-of-Kobe-City-Japan/12344559773
☐ Other (specify) _____

20. During this 6 month reporting period, did you disseminate or cause to be disseminated informational materials among any of the following groups:

- ☐ Public officials ☐ Newspapers ☐ Libraries
☐ Legislators ☐ Editors ☐ Educational institutions
☐ Government agencies ☐ Civic groups or associations ☐ Nationality groups
☒ Other (specify) travel agents and the general public

21. What language was used in the informational materials:

- ☒ English ☒ Other (specify) Japanese (website only)

22. Did you file with the Registration Unit, U.S. Department of Justice a copy of each item of such informational materials disseminated or caused to be disseminated during this 6 month reporting period? Yes ☒ No ☐

23. Did you label each item of such informational materials with the statement required by Section 4(b) of the Act? Yes ☒ No ☐

¹² The term informational materials includes any oral, visual, graphic, written, or pictorial information or matter of any kind, including that published by means of advertising, books, periodicals, newspapers, lectures, broadcasts, motion pictures, or any means or instrumentality of interstate or foreign commerce or otherwise. Informational materials disseminated by an agent of a foreign principal as part of an activity in itself exempt from registration, or an activity which by itself would not require registration, need not be filed pursuant to Section 4(b) of the Act.

VI - EXECUTION

In accordance with 28 U.S.C. § 1746, the undersigned swear(s) or affirm(s) under penalty of perjury that he/she has (they have) read the information set forth in this registration statement and the attached exhibits and that he/she is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her (their) knowledge and belief, except that the undersigned make(s) no representation as to truth or accuracy of the information contained in the attached Short Form Registration Statement(s), if any, insofar as such information is not within his/her (their) personal knowledge.

(Date of signature)

(Print or type name under each signature or provide electronic signature¹³)

August 06, 2012

/s/ Masao Kakiuchi

eSigned

¹³ This statement shall be signed by the individual agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions, if the registrant is an organization, except that the organization can, by power of attorney, authorize one or more individuals to execute this statement on its behalf.

REG. NO: 2438
Kobe Trade Information OfficeFEB 2012 to JULY 2012
CALENDAR OF ACTIVITIES FOR:
Toshihiko Nakamura
Masao Kakiuchi
Laura Hoak-KageyATTACHMENT A
page 1 of 4

START DATE	START TIME	END TIME	DESCRIPTION
2/2/2012	10:00AM	10:15AM	Mr. Nakamura and Laura met with Mike Peters, the new International Specialist for the City of Seattle, at Seattle City Hall to pay a courtesy call.
2/20/2012	7:15AM	1:00PM	Mr. Nakamura departed on Alaska Airlines Flight 670 to Dallas.
2/21/2012	10:15AM	4:00PM	Laura departed Seattle on American Airlines Flight 1620 for Dallas.
2/22/2012	9:00AM	1:30PM	Mr. Nakamura and Laura gave presentations at the Dallas Japan Showcase event about Kobe.
2/22/2012	5:10PM	6:45PM	Mr. Nakamura and Laura departed Dallas on American Airlines Flight 1147 for Phoenix.
2/23/2012	9:00AM	1:30PM	Mr. Nakamura and Laura gave presentations at the Phoenix Japan Showcase about Kobe.
2/23/2012	5:10PM	7:14PM	Mr. Nakamura and Laura departed Phoenix on American Airlines Flight 7097 to Seattle.
3/11/2012	10:00AM	5:00PM	Mr. Nakamura attended the Tohoku Earthquake Remembrance Events at the Seattle Center.
3/14/2012	11:15AM	12:10PM	Mr. Yoshiyuki Futami of the Japanese Food and Culture Association met with Mr. Nakamura to discuss future Japan Food and Sake events in California. The meeting is held at KTIO.
3/19/2012	5:00PM	9:30PM	Mr. Nakamura attended the 8th Annual Seattle-Kobe Female Jazz Vocalist Audition at Jazz Alley.
4/1/2012	5:30PM	11:15AM (same day)	Mr. Kakiuchi departed Japan for Seattle on Delta Flight 182.
4/3/2012	3:00PM	3:45PM	Mr. Nakamura and Mr. Kakiuchi met with Consulate General Ota in Seattle.
4/4/2012	11:15AM	11:30AM	Mr. Nakamura and Mr. Kakiuchi met with Mike Peters at Seattle City Hall.
4/4/2012	11:45AM	12:30PM	Mr. Nakamura and Mr. Kakiuchi met with Karin Zaugg-Black, Seattle-Kobe Sister City Association President, in Seattle.
4/4/2012	1:00PM	1:15PM	Mr. Nakamura and Mr. Kakiuchi met with Seafair President Beth Knox at the Seafair offices in Seattle.
4/4/2012	3:00PM	3:30PM	Mr. Nakamura and Mr. Kakiuchi went to the Port of Seattle offices for a courtesy call and met with JoAnne Lee, Tay Yoshitani and Dan Thomas.
4/4/2012	5:00PM	5:30PM	Mr. Nakamura introduced Mr. Kakiuchi to Seattle JTB Branch Head Mr. Daniel Winters at KTIO.

REG. NO: 2438
Kobe Trade Information Office

FEB 2012 to JULY 2012
CALENDAR OF ACTIVITIES FOR:
Toshihiko Nakamura
Masao Kakiuchi
Laura Hoak-Kagey

ATTACHMENT A
page 2 of 4

START DATE	START TIME	END TIME	DESCRIPTION
4/6/2012	12:15PM	3:45PM (next day)	Mr. Nakamura returned to Japan permanently via Delta flight 183 to Kansai International Airport in Osaka, Japan.
4/12/2012	12:15PM	3:45PM (next day)	Mr. Kakiuchi returned to Japan (Kansai International Airport) to wait for his visa via Delta Flight 183.
5/2/2012	5:30PM	9:30PM	Laura attended the Seattle Sister Cities Reception at City Hall.
5/7/2012	5:30PM	11:10AM (same day)	Mr. Kakiuchi departed from Kansai International Airport to Seattle on Delta Flight 182.
5/7/2012	3:00PM	4:00PM	Mr. Kakiuchi and Laura met with SKSCA President Karin Zaugg-Black to discuss the upcoming trip to Kobe to celebrate the Seattle-Kobe 55th Sister City Anniversary.
5/11/2012	11:00AM	11:20AM	Ms. Sachiko Shimatani from Global Career Partners, Inc. paid a courtesy call to Mr. Kakiuchi to promote future business between KTIO and Global Career Partners, Inc.
5/18/2012	4:00PM	5:00PM	Mr. Kakiuchi met with Mr. Jin Sato of Kirkland Honda to discuss the company car trade-in process.
5/23/2012	12:55PM	1:10PM	Mr. Kakiuchi and Laura met with Ms. Lupita Scotti, new small business manager with Bank of America, to introduce herself and review the account for up-to-date information.
5/27/2012	6:30PM	11:00PM	Mr. Kakiuchi attended the 53rd Annual Japanese Community Queen Scholarship Celebration at the Meydenbauer Center in Bellevue, WA.
5/30/2012	3:00PM	4:00PM	Mr. Kakiuchi met with Mr. Jin Sato at Honda of Kirkland to negotiate a new car lease.
6/5/2012	10:30AM	12:00PM	Mr. Kakiuchi paid a courtesy call to Norihisa Mizuguchi, Yuko Saika, Ben Erickson and Keiko Tanase of the Hyogo Business and Cultural Center. Mr. Kakiuchi also met with Takumi Yoshinaga of the Japan Agricultural Exchange Council and Bif Brigman of the Japanese Cultural Community Center of Washington at the Hyogo Business and Cultural Center.
6/7/2012	4:00PM	5:00PM	Mr. Kakiuchi met with Karin Zaugg-Black, President of SKSCA, to discuss the upcoming 55th Anniversary activities in Seattle this July.
6/11/2012	11:30AM	12:15PM	Mr. Kakiuchi and Laura met with Bill Stafford of the Trade Development Alliance of Seattle/Nyphus to discuss options for meetings and/or briefings with Biomedical Industry representatives during the 55th Sister City Anniversary in July.
6/14/2012	1:10PM	2:00PM	Mr. Kakiuchi met with Terry Nakano, President of the Japanese Community Queen of Greater Washington Scholarship Program, to discuss former queens' attendance at an upcoming event during the 55th Anniversary celebrations in July.
6/14/2012	2:30PM	3:40PM	Mr. Kakiuchi and Laura met with SKSCA President Karin Zaugg-Black and Mike Peters of the Seattle Office of Intergovernmental Relations to discuss the upcoming 55th Sister City Anniversary events in July.
6/15/2012	9:35AM	11:10AM	Mr. Kakiuchi accompanied members (Makoto Araki, Shintaro Narasawa, Shinya Misaki and Ryoma Ueda) from the Hishiishoji Company to visit Seattle's Office of Economic Development.
6/17/2012	9:05AM	5:29PM	Mr. Kakiuchi and Laura depart on Alaska Airlines Flight 12 to Boston to attend the International BIO Convention.

REG. NO: 2438
Kobe Trade Information Office

FEB 2012 to JULY 2012
CALENDAR OF ACTIVITIES FOR:
Toshihiko Nakamura
Masao Kakiuchi
Laura Hoak-Kagey

ATTACHMENT A
page 3 of 4

START DATE	START TIME	END TIME	DESCRIPTION
6/18/2012	8:00AM	3:30PM	Mr. Kakiuchi and Laura attended the BIO International Convention in Boston, MA.
6/19/2012	9:00AM	5:30PM	Mr. Kakiuchi and Laura attended the BIO International Convention in Boston, MA.
6/20/2012	9:00AM	3:00PM	Mr. Kakiuchi and Laura attended the BIO International Convention in Boston, MA.
6/20/2012	8:00PM	10:00PM	Mr. Kakiuchi and Laura attended the BIO Gala Reception at the Museum of Fine Arts in Boston, MA.
6/23/2012	6:30PM	9:43PM	Mr. Kakiuchi and Laura returned to Seattle from Boston on Alaska Airlines Flight 15.
6/25/2012	4:00PM	5:00PM	Mr. Kakiuchi and Laura met with Monica Kusakabe of the YMCA and Karin Zaugg Black (President of Seattle-Kobe Sister City Association) at the Downtown Seattle YMCA to look at gallery space and discuss holding a Kobe Exhibition in July.
6/26/2012	11:30AM	1:30PM	Mr. Kakiuchi and Laura met with JoAnne Lee and Oshu Go from the Port of Seattle for lunch and to discuss the upcoming visit of delegation members from the Port of Kobe in July.
6/26/2012	2:00PM	2:15PM	Mr. Kakiuchi and Laura met with Tev Marchetoni (Senior Catering Manager) at the Grand Hyatt Seattle to view event spaces for a reception in July for the Kobe delegation.
6/26/2012	2:45PM	3:45PM	Mr. Kakiuchi and Laura met with Beth Knox (Seafair CEO), Jill Farley (Seafair Foundation Manager), Andrew Scott (Event Manager) and Karin Zaugg Black (Seattle-Kobe Sister City Association President) to discuss the Torchlight Parade and the participation/logistics of the Kobe delegation in July.
6/27/2012	10:00AM	10:45AM	Mr. Kakiuchi met with Mr. Jin Sato at Honda of Kirkland to finalize the car lease for KTIO.
6/28/2012	3:30PM	4:25PM	Mr. Yasuda of Puget Sound Coach Line paid a courtesy call to Mr. Kakiuchi at KTIO.
7/2/2012	5:00PM	6:00PM	Mr. Masahiro Sato, of the Nagasaki (Japan) City Council paid a courtesy call to Mr. Kakiuchi at KTIO.
7/5/2012	9:00AM	9:45AM	Mr. Kakiuchi and Laura met with the President of the Trade Development Alliance of Greater Seattle, Mr. Sam Kaplan, to discuss the Kobe Mayor's upcoming visit and business meeting on July 30th.
7/5/2012	2:45PM	4:00PM	Mr. Yoshiharu Kurosawa of the Japan Business Association of Seattle paid a courtesy call to Mr. Kakiuchi at KTIO.
7/11/2012	4:00PM	5:15PM	Mr. Kakiuchi met with Karin Zaugg-Black, President of SKSCA, to discuss the upcoming 55th Anniversary activities in Seattle this July.
7/12/2012	4:00PM	6:00PM	Mr. Kakiuchi attended the Seattle-Kobe 55th Sister City Anniversary Reception at the Consulate General of Japan in Seattle.
7/17/2012	3:00PM	4:00PM	Mr. Kakiuchi and Laura met with Karin Zaugg-Black, President of SKSCA, to discuss upcoming 55th Anniversary activities in Seattle this July.

REG. NO: 2438
Kobe Trade Information Office

FEB 2012 to JULY 2012
CALENDAR OF ACTIVITIES FOR:
Toshihiko Nakamura
Masao Kakiuchi
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ATTACHMENT A
page 4 of 4

START DATE	START TIME	END TIME	DESCRIPTION
7/18/2012	2:00PM	3:45PM	Mr. Kakiuchi and Laura met with Monica Kusakabe of the YMCA and Kiyoko Nelson of Koko Bridal, at the YMCA, to review logistics for the upcoming Kobe Exhibition event on July 28, 2012.
7/27/2012	10:30AM	12:00PM	Mr. Kakiuchi goes to Sea-Tac Airport to greet the Mayor of Kobe, Mr. Tatsuo Yada, and over 40 other members of the large Kobe delegation who came to Seattle to celebrate the 55th Sister City Anniversary between Seattle and Kobe.
7/27/2012	3:30PM	4:00PM	Mr. Kakiuchi and 7 members of the Kobe delegation (including Kobe Mayor Tatsuo Yada and Kobe City Assembly Chair Fujiwara) attended a meeting with Justin Poulsen, Manager of Development and Itinerary Planning, of Holland America Line in Seattle.
7/27/2012	5:00PM	5:45PM	Mr. Kakiuchi and 9 members of the Kobe delegation (including Kobe Mayor Yada and Kobe City Assembly Chair Fujiwara) paid a courtesy call to Seattle Mayor Mike McGinn in Seattle.
7/27/2012	6:00PM	6:30PM	Mr. Kakiuchi and seven members of the Kobe delegation (including Kobe Mayor Yada and Kobe City Assembly Chair Fujiwara) paid a courtesy call to the Port of Seattle. Port of Seattle attendees included: Tay Yoshitani, Port of Seattle CEO; Rob Holland, Port Commissioner; Dan Thomas, CFO; Oshu Go, Senior Manager of Seaport Asian Business Development; JoAnne Lee, Protocol and Program Manager of Public Affairs
7/27/2012	6:30PM	9:00PM	Mr. Kakiuchi attended the welcome reception at the Port of Seattle for the visiting Kobe delegation
7/28/2012	2:00PM	3:45PM	Mr. Kakiuchi and Laura attended the opening ceremony of the Kobe Exhibition at the Downtown Seattle YMCA
7/28/2012	6:00PM	9:30PM	Mr. Kakiuchi escorted Kobe Mayor Tatsuo Yada, Kobe City Assembly Chair Takemitsu Fujiwara and Kobe Festival Ambassador Aya Iwamoto to the Seafair Torchlight Parade before he marched in the parade held in downtown Seattle
7/29/2012	10:00AM	11:30AM	Mr. Kakiuchi attended the party for the Kobe Delegation members held at the Seattle Grand Hyatt
7/30/2012	9:30AM	3:15PM	Laura accompanied the Kobe International Trade Union representatives (11 representatives plus one tour guide) on a tour of Seattle.
7/30/2012	9:30AM	10:00AM	Mr. Kakiuchi paid courtesy call to Consul General Ota at the Consulate General of Japan in Seattle with the Kobe delegation.
7/30/2012	10:30AM	11:30AM	Mr. Kakiuchi attends a business meeting at the TDA. Attendees included: Sam Kaplan, President of the Trade Development Alliance of Greater Seattle; Bill Stafford, former President of the TDA; Chris Rivera, President of the Washington Biomedical & Biotechnology Association; Karin Zaugg-Black, Seattle City Office of Economic Development
7/30/2012	12:15PM	2:15PM	Mr. Kakiuchi and 7 members of the Kobe delegation (including Mayor Yada and Chair Fujiwara) had lunch and took a tour of the Port of Seattle with Port of Seattle representatives. Port of Seattle attendees included: Tay Yoshitani, CEO; Tom Albro, Port Commissioner; Dan Thomas, CFO; Linda Styrk, Managing Director of Seaport Division; Oshu Go, Senior Manager of Seaport Asian Business Development; JoAnne Lee, Protocol and Program Manager of Public Affairs; Carolyn Wickliff, Public Affairs; Mick Shultz, Program Manager of Public
7/30/2012	6:00PM	9:30PM	Mr. Kakiuchi attended the Kobe Vocalist Jazz concert at Jazz Alley in Seattle
7/31/2012	9:00AM	12:00PM	Mr. Kakiuchi Accompanied Kobe Mayor Yada, Kobe City Assembly Chair Fujiwara and several other Kobe members to Sea-Tac airport

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
1Summary Report
2/1/2012 through 7/31/2012

<u>Expense Categories</u>	<u>Totals</u>	<u>Category Totals</u>
Office Expenses		
Rent	\$15,639.53	
Operating (consumables)	\$8,352.79	
Office Equipment/Software	\$120.44	
Communication	\$1,911.13	
Total Office Expenses		\$26,023.89
Personnel		
Tax	\$4,388.68	
Housing	\$9,751.89	
Insurance	\$2,077.67	
Retirement	\$1,166.65	
Salary	\$14,462.08	
Regional Transport Pass	\$756.00	
Total Personnel		\$32,602.97
Project		
Travel	\$10,006.75	
Memberships/Subscriptions	\$502.36	
Company Car Maintenance & Misc.	\$7,540.05	
Business Meetings/Conferences	\$1,310.89	
Advertising	\$339.00	
Total Project		\$19,699.05
Grand Total		\$78,325.91

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
2

Date	Description	Memo	Category	Amount
2/2/2012	American Honda Finance Corp	#102714956 - Feb 2012	Car Expenses & Maintenance	-450
2/8/2012	JQSOW	Japanese Queen Ad	Projects:Advertising	-40
2/8/2012	OCS America, Inc	1 month Nikkei renewal	Office Expenses (Business):Operating	-105
2/13/2012	North American Post	Cherry Blossom Festival 2012	Advertising (Business)	-99
2/15/2012	Laura Hoak-Kagey	Feb 1st-15th 2012	Personnel:Salary	-1,164.90
2/15/2012	EFTPS	Feb 2012 Fed Taxes/SS/Medicare		-684.4
2/15/2012	Laura Hoak-Kagey	Creamer	Office Expenses (Business):Operating	-1.99
		Creamer	Office Expenses (Business):Operating	-1.99
		Stamps	Office Expenses (Business):Operating	-9
		Shipping (Dallas)	Business Trips:Japan Showcase	-16.2
		Creamer	Office Expenses (Business):Operating	-1.99
		2 Sake, Tea	Business Trips:Japan Showcase	-71.33
		2 Boxes	Business Trips:Japan Showcase	-6.03
2/15/2012	Verizon Wireless	Feb 7- March 6 #06464222662-0001	Office Expenses (Business):Communication	-71.59
2/16/2012	Online Transfer From Savings			15,000.00
2/17/2012	Business Card	Flight to Salt Lake - Laura	Business Trips:Japan Showcase	-283.2
		2012 Calendars	Office Expenses (Business):Operating	-28.97
		Flight to Salt Lake - Nakamura	Business Trips:Japan Showcase	-299.6
		Kinokuniya	Office Expenses (Business):Operating	-38.43
		Salt Lake Plaza Hotel	Business Trips:Japan Showcase	-111.47
		Flight to Dallas/Phoenix - Laura	Business Trips:Japan Showcase	-541.4
		Uwajimaya	Office Expenses (Business):Operating	-20.36
		Gas	Car Expenses & Maintenance	-40.3
		Flight to Dallas - Nakamura	Business Trips:Japan Showcase	-244.8
		Hotel Phoenix	Business Trips:Japan Showcase	-177.55
		Hotel Phoenix	Business Trips:Japan Showcase	-177.55
		Flight to Phoenix - Nakamura	Business Trips:Japan Showcase	-129.8
		Flight to Seattle - Nakamura	Business Trips:Japan Showcase	-165.8
		Printer Toner (2)	Office Expenses (Business):Operating	-98.52
2/17/2012	FARA Filing Fee	Justice Report - Feb 2012	Office Expenses (Business):Operating	-305
2/17/2012	Northwest Employers Trust	Laura March 2012	Personnel:Insurance	-68.63
		Nakamura March 2012	Personnel:Insurance	-68.63
2/21/2012	Regence Blueshield	ID#110147217 March 2012	Personnel:Insurance	-240
2/27/2012	Laura Hoak-Kagey	Feb 16th-29th 2012	Personnel:Salary	-1,164.90
2/27/2012	Laura Hoak-Kagey	March 2012 Train Pass	Personnel:Train Pass	-126
2/27/2012	Vanguard Fiduciary Trust Co 0030	0030 / 88051272075 - March 2012	Personnel:Retirement	-233.33
2/27/2012	NOP-1001 4th LLC	March 2012 Parking	Car Expenses & Maintenance	-333.67
2/27/2012	NOP-1001 4th LLC	March 2012 Rent	Office Expenses (Business):Operating	-2,610.18
2/27/2012	The Shelby	March 2012 Rent	Personnel:Housing	-1,258.56
2/27/2012	Laura Hoak-Kagey	Daily Allowance	Business Trips:Japan Showcase	-164.13
		Hotel Allowance Dallas	Business Trips:Japan Showcase	-161.61
		Seatac Parking	Business Trips:Japan Showcase	-40.12
		Baggage Fee	Business Trips:Japan Showcase	-25
		Baggage Fee	Business Trips:Japan Showcase	-25
		Baggage Fee	Business Trips:Japan Showcase	-20
		Train from Dallas Airport	Business Trips:Japan Showcase	-3.5
		Taxi to Phoenix Airport	Business Trips:Japan Showcase	-20
		Shipping to Phoenix	Business Trips:Japan Showcase	-18
		Tissues, Blue Pens	Office Expenses (Business):Operating	-8.51
2/27/2012	Toshihiko Nakamura	Daily Allowance 3 Days	Business Trips:Japan Showcase	-231.27
		Light Rail to Seatac	Business Trips:Japan Showcase	-2.75
		Light Rail from Seatac	Business Trips:Japan Showcase	-2.75
		Taxi to Dallas Airport	Business Trips:Japan Showcase	-27
		Train from Dallas Airport	Business Trips:Japan Showcase	-3.5
2/27/2012	CenturyLink	206-222-0101 / March 2012	Office Expenses (Business):Communication	-192.58
Total Month Ending 2/29/2012				-12,435.79

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
3

3/6/2012	American Honda Finance Corp	#102714956 - March 2012	Car Expenses & Maintenance	-450
3/6/2012	Online Transfer From Savings			10,000.00
3/13/2012	Kotokawa & Isohata, PS	Invoice #1773 - L1 Visa	Misc. Expense (Business)	-5,050.00
3/15/2012	Laura Hoak-Kagey	March 1st-15th 2012	Personnel:Salary	-1,164.90
3/15/2012	Verizon Wireless	March 7- April 6 #06464222662-0001	Office Expenses (Business):Communication	-71.59
3/15/2012	Online Transfer From Savings			15,000.00
3/15/2012	NOP-1001 4th LLC	April 2012 Rent	Office Expenses (Business):Operating	-2,672.68
3/15/2012	Laura Hoak-Kagey	April 2012 Train Pass	Personnel:Train Pass	-126
3/15/2012	Laura Hoak-Kagey	March 16th-31st 2012	Personnel:Salary	-1,164.90
3/15/2012	NOP-1001 4th LLC	April 2012 Parking	Car Expenses & Maintenance	-333.67
3/15/2012	Northwest Employers Trust	Laura April 2012	Personnel:Insurance	-68.63
3/15/2012	Laura Hoak-Kagey	Milk (Creamer)	Office Expenses (Business):Operating	-1.99
		Milk (Creamer)	Office Expenses (Business):Operating	-2.69
		Shipping (Brochures to HI)	Office Expenses (Business):Operating	-8.83
		Postage (Kotokawa)	Office Expenses (Business):Operating	-6.8
		Stamps	Office Expenses (Business):Operating	-9
3/15/2012	Business Card	Crowne Plaza Dallas	Business Trips:Japan Showcase	-110.86
		Taxi to DFW Airport	Business Trips:Japan Showcase	-54
		Gas	Car Expenses & Maintenance	-48.38
3/16/2012	EFTPS	March 2012 Fed Taxes/SS/Medicare		-684.4
3/16/2012	Vanguard Fiduciary Trust Co 0030	0030 / 88051272075 - April 2012	Personnel:Retirement	-233.33
3/19/2012	Regence Blueshield	ID#110147217 April 2012	Personnel:Insurance	-244
3/27/2012	Laura Hoak-Kagey	Postage for Receipts to Kobe	Office Expenses (Business):Operating	-28.87
		Hand soap, milk	Office Expenses (Business):Operating	-4.88
		Postage (Kotokawa for visa)	Office Expenses (Business):Operating	-5.95
		Packing tape, milk	Office Expenses (Business):Operating	-10.74
		Postage (Kotokawa for visa)	Office Expenses (Business):Operating	-5.95
3/27/2012	FedEx	Shipping	Office Expenses (Business):Operating	-14
3/27/2012	CenturyLink	206-Z22-0101 / April 2012	Office Expenses (Business):Communication	-197.18
3/28/2012	The Shelby	April 1-6, 2012 Rent	Personnel:Housing	-245.09
3/30/2012	Toshihiko Nakamura	BIO 2011 Hotel	Business Trips:BIO Conference	-668.11
Total Month Ending 3/31/2012				-13,687.42

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
4

4/2/2012	Seattle Sister Cities Program	5/2/2012 Sister Cities Reception	Projects:Business Meetings - Conferences	-500
4/2/2012	American Honda Finance Corp	#102714956 - April 2012	Car Expenses & Maintenance	-450
4/3/2012	Employment Security Department	Qrtly Rpt ES254272000/910741102	Personnel:Tax	-14.28
4/3/2012	Labor & Industries	1st Quarter #320,225-00	Personnel:Tax	-61.53
4/5/2012	VOID Check Adjustment	Adjustment for Check #7109 9/30/10		2.72
4/5/2012	Summer Side Up Entertainment, Inc	April Japan Up Magazine Ad	Projects:Advertising	-200
4/5/2012	Trade Development Alliance	Membership Renewal 2011-2012	Office Expenses (Business):Memberships - Subscriptions	-500
4/11/2012	Laura Hoak-Kagey	Milk	Office Expenses (Business):Operating	-1.99
		Postage to Japan (Acct Copies)	Office Expenses (Business):Operating	-16.12
		Milk	Office Expenses (Business):Operating	-1.89
		Postage to Japan (Letter)	Office Expenses (Business):Operating	-1.75
		Postage (Kotokawa)	Office Expenses (Business):Operating	-5.95
		Milk, Coffee	Office Expenses (Business):Operating	-7.88
4/13/2012	Laura Hoak-Kagey	April 1-15, 2012	Personnel:Salary	-1,164.90
4/13/2012	EFTPS	April 2012 Fed Taxes/SS/Medicare	Personnel:Tax	-684.4
4/15/2012	Verizon Wireless	April 7- May 6 #06464222662-0001	Office Expenses (Business):Communication	-89.76
4/16/2012	Business Card	Printer Toner (x3)	Office Expenses (Business):Operating	-168.63
		Gas	Car Expenses & Maintenance	-40.14
		Keyboard	Office Expenses (Business):Operating	-41.06
		Parking (Seatac)	Car Expenses & Maintenance	-6
		Gas	Car Expenses & Maintenance	-25.05
4/18/2012	Northwest Employers Trust	Laura - May 2012	Personnel:Insurance	-68.63
4/24/2012	Regence Blueshield	ID#110147217 May 2012	Personnel:Insurance	-244
4/26/2012	NOP-1001 4th LLC	May 2012 Rent	Office Expenses (Business):Operating	-2,672.68
4/26/2012	NOP-1001 4th LLC	May 2012 Parking	Car Expenses & Maintenance	-333.67
4/30/2012	Laura Hoak-Kagey	April 16-30, 2012	Personnel:Salary	-1,164.90
4/30/2012	Laura Hoak-Kagey	May 2012 Train Pass	Personnel:Train Pass	-126
4/30/2012	Vanguard Fiduciary Trust Co	0030 / 88051272075 - May 2012	Personnel:Retirement	-233.33
		0030		
4/30/2012	CenturyLink	206-Z22-0101 / May 2012	Office Expenses (Business):Communication	-196.16
4/30/2012	The Mercer	May 2012 Rent for #502	Personnel:Housing	-1,800.00
Total Month Ending 4/30/2012				-10,817.98

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
5

5/1/2012	American Honda Finance Corp	#102714956 - May 2012	Car Expenses & Maintenance	-450.00
5/1/2012	Online Transfer From Savings			5,000.00
5/14/2012	Verizon Wireless	May 7- June 6 #06464222662-0001	Office Expenses (Business):Communication	-71.53
5/15/2012	Laura Hoak-Kagey	May 1-15, 2012	Personnel:Salary	-1,164.90
5/15/2012	EFTPS	May 2012 Fed Taxes/SS/Medicare	Personnel:Tax	-684.40
5/15/2012	Laura Hoak-Kagey	Port of Seattle Parking	Office Expenses (Business):Operating	-0.25
	Milk		Office Expenses (Business):Operating	-1.99
	Milk		Office Expenses (Business):Operating	-1.89
	Milk		Office Expenses (Business):Operating	-1.89
	Milk, Glue		Office Expenses (Business):Operating	-3.07
	Milk		Office Expenses (Business):Operating	-2.69
		Fedex Shipping to Kobe	Office Expenses (Business):Operating	-387.58
5/17/2012		2011 Safeco Plaza Operating Refund		254.91
5/17/2012	Business Card	BIO Registration Fee	Business Trips:BIO Conference	-1,195.00
		BIO airfare to Boston	Business Trips:BIO Conference	-817.60
		BIO airfare to Boston	Business Trips:BIO Conference	-817.60
5/17/2012	Northwest Employers Trust	Laura - June 2012	Personnel:Insurance	-68.63
5/18/2012	Masao Kakiuchi	Reimbursement for Apt. Deposits	Personnel:Housing	-2,168.60
5/21/2012	Laura Hoak-Kagey	May 16-31	Personnel:Salary	-1,164.90
5/21/2012	Laura Hoak-Kagey	June 2012 Train Pass	Personnel:Train Pass	-126.00
5/21/2012	Vanguard Fiduciary Trust Co	0030 / 88051272075 - June 2012	Personnel:Retirement	-233.33
	0030			
5/21/2012	NOP-1001 4th LLC	June 2012 Rent - Suite 2328	Office Expenses (Business):Operating	-2,672.68
5/21/2012	NOP-1001 4th LLC	June 2012 Parking - Suite 2328	Car Expenses & Maintenance	-333.67
5/21/2012	The Mercer	June 2012 Rent for #502	Personnel:Housing	-1,264.44
5/21/2012	Regence Blueshield	ID#110147217 June 2012	Personnel:Insurance	-244.00
5/21/2012	Online Transfer From Savings			15,000.00
5/23/2012	Masao Kakiuchi	Parking	Car Expenses & Maintenance	-3.00
		Seatac Parking	Car Expenses & Maintenance	-9.00
		Seattle Posters	Office Expenses (Business):Operating	-106.16
		Gas	Car Expenses & Maintenance	-60.00
		Seattle Posters	Office Expenses (Business):Operating	-65.67
		Seatac Parking	Car Expenses & Maintenance	-6.00
		Gas	Car Expenses & Maintenance	-49.96
		Parking	Car Expenses & Maintenance	-2.50

Total Month Ending 5/31/2012

-14,178.93

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
6

6/11/2012	American Honda Finance Corp	#102714956 - June 2012	Car Expenses & Maintenance	-450
6/11/2012	CenturyLink	206-Z22-0101 / June 2012	Office Expenses (Business):Communication	-203.14
6/11/2012	Seattle Times Company	Newspaper ST Subscription 5/20/2012-5/23/2012	Office Expenses (Business):Memberships - Subscriptions	-2.36
6/11/2012	Good To Go!	Toll Notice #TB-120696914	Car Expenses & Maintenance	-10
6/11/2012	Laura Hoak-Kagey	Milk	Office Expenses (Business):Operating	-1.99
		Stamps	Office Expenses (Business):Operating	-9
		Wireless Mouse	Office Expenses (Business):Office Equipment - Software	-43.79
		Milk	Office Expenses (Business):Operating	-1.99
		Milk	Office Expenses (Business):Operating	-1.99
		Return Shipping (Phone)	Office Expenses (Business):Operating	-20.1
6/13/2012	Verizon Wireless	July 7- June 6 #06464222662-0001	Office Expenses (Business):Communication	-97.99
6/14/2012	EFTPS	Social Security	Personnel:Tax	-291.2
		Medicare	Personnel:Tax	-81.2
		Federal Tax Withholdings	Personnel:Tax	-312
6/15/2012	Laura Hoak-Kagey	June 1-15 2012	Personnel:Salary	-1,164.90
6/15/2012	Business Card	Office Supplies (Amazon)	Office Expenses (Business):Operating	-32.37
		Phone	Office Expenses (Business):Operating	-114.57
		Seattle Language School	Office Expenses (Business):Operating	-123.6
		Parking	Car Expenses & Maintenance	-10
		Gas	Car Expenses & Maintenance	-26.95
		Seattle Language School	Office Expenses (Business):Operating	-791.94
		Payment for New Lease	Car Expenses & Maintenance	-2,335.00
		Modem	Office Expenses (Business):Operating	-54.75
		English Textbook	Office Expenses (Business):Operating	-28.12
		Gas	Car Expenses & Maintenance	-54.49
6/25/2012	Regence Blueshield	ID#110147217 July 2012	Personnel:Insurance	-244
6/25/2012	Laura Hoak-Kagey	Daily Allowance x 5 days	Business Trips:BIO Conference	-276.85
		Seatac Parking	Business Trips:BIO Conference	-79.6
		Milk, Notebook	Office Expenses (Business):Operating	-3.73
		Milk, Water	Office Expenses (Business):Operating	-6.98
6/25/2012	Northwest Employers Trust	Laura July 2012 Dental	Personnel:Insurance	-68.63
6/25/2012	Masao Kakiuchi	BIO Daily Allowance x 5 days	Business Trips:BIO Conference	-389.55
6/28/2012	Laura Hoak-Kagey	June 16-30 2012	Personnel:Salary	-1,164.90
6/28/2012	NOP-1001 4th LLC	July 2012 Parking - Suite 2328	Car Expenses & Maintenance	-333.67
6/28/2012	NOP-1001 4th LLC	July 2012 Rent - Suite 2328	Office Expenses (Business):Operating	-2,672.68
6/28/2012	Laura Hoak-Kagey	July 2012 Train Pass	Personnel:Train Pass	-126
6/28/2012	Vanguard Fiduciary Trust Co	0030 / 88051272075 - July 2012	Personnel:Retirement	-233.33
	0030			
6/28/2012	The Mercer	July 2012 Rent for #502	Personnel:Housing	-1,507.60
Total Month Ending 6/30/2012				-13,370.96

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
7

7/2/2012	CenturyLink	206-Z22-0101 / July 2012	Office Expenses (Business):Communication	-197.2
7/2/2012	Employment Security Department	Qtrly Rpt ES254272000/910741102	Personnel:Tax	-14.28
7/2/2012	Labor & Industries	2nd Quarter #320,225-00	Personnel:Tax	-54.47
7/9/2012	Deluxe Checks	Order for 300 Laser Checks	Office Expenses (Business):Operating	-272.6
7/9/2012	Online Transfer From Savings			15,000.00
7/12/2012	Verizon Wireless	July 7- Aug 6 #06464222662-0001	Office Expenses (Business):Communication	-256.91
7/12/2012	Laura Hoak-Kagey	Milk	Office Expenses (Business):Operating	-1.99
		DVD-Rs	Office Expenses (Business):Operating	-19.15
		Coffe, Milk	Office Expenses (Business):Operating	-11.28
		Certified Mail (Qtrly Taxes)	Office Expenses (Business):Operating	-2.95
		Milk	Office Expenses (Business):Operating	-1.89
		Coffee Filters, Tea, Milk	Office Expenses (Business):Operating	-12.64
7/12/2012	Laura Hoak-Kagey	July 1-15 2012	Personnel:Salary	-1,164.90
7/12/2012	EFTPS	Social Security	Personnel:Tax	-291.2
		Medicare	Personnel:Tax	-81.2
		Federal Tax Withholdings	Personnel:Tax	-312
7/17/2012	Business Card	Parking	Car Expenses & Maintenance	-12
		Gas	Car Expenses & Maintenance	-58.04
		Baggage Fee	Business Trips:BIO Conference	-20
		Boston Subway	Business Trips:BIO Conference	-5
		Boston Subway	Business Trips:BIO Conference	-5
		Boston Park Plaza	Business Trips:BIO Conference	-1,121.64
		Boston Park Plaza	Business Trips:BIO Conference	-1,121.64
		Seatac Parking	Business Trips:BIO Conference	-79.6
		Baggage Fee	Business Trips:BIO Conference	-20
		Burrill Report	Business Trips:BIO Conference	-349
		Parking	Car Expenses & Maintenance	-2.75
		Gas	Car Expenses & Maintenance	-45.73
		Hyatt Deposit	Projects:Business Meetings - Conferences	-575
		Seattle Map	Office Expenses (Business):Operating	-33.96
		Amazon Refund (Phone)	Office Expenses (Business):Operating	88.81
7/20/2012	Laura Hoak-Kagey	July 16-31 2012	Personnel:Salary	-1,164.90
7/20/2012	NOP-1001 4th LLC	Aug 2012 Parking - Suite 2328	Car Expenses & Maintenance	-333.67
7/20/2012	NOP-1001 4th LLC	Aug 2012 Rent - Suite 2328	Office Expenses (Business):Operating	-2,672.68
7/20/2012	Laura Hoak-Kagey	Aug 2012 Train Pass	Personnel:Train Pass	-126
7/20/2012	The Mercer	Aug 2012 Rent for #502	Personnel:Housing	-1,507.60
7/20/2012	Northwest Employers Trust	Dental - Laura Aug 2012	Personnel:Insurance	-68.63
		Dental - Kakiuchi July 2012	Personnel:Insurance	-68.63
		Dental - Kakiuchi Aug 2012	Personnel:Insurance	-68.63
7/20/2012	American Honda Finance Corp	#102714956 - Aug 2012	Car Expenses & Maintenance	-448.74
7/24/2012	Regence Blueshield	ID#110147217 Aug 2012	Personnel:Insurance	-244
7/30/2012	Laura Hoak-Kagey	Cookies, Water, Paper Plates	Projects:55th Anniversary	-55.97
		2 Tablecloths, napkins	Projects:55th Anniversary	-70.04
		Ruler, Boxcutter, Labels	Office Expenses (Business):Operating	-24.39
		Fancy Paper (for photos)	Projects:55th Anniversary	-29.4
		Parking (Torchlight)	Projects:55th Anniversary	-22.01
		Milk	Office Expenses (Business):Operating	-1.99
		Mayor McGinn Poster	Projects:55th Anniversary	-80.48
		Milk	Office Expenses (Business):Operating	-2.49
		Milk	Office Expenses (Business):Operating	-1.99
		Mileage for 7/28/2012	Projects:55th Anniversary	-28.86
7/31/2012	Laura Hoak-Kagey	55th Anniv. Overtime	Personnel:Salary	-483.28
7/31/2012	EFTPS	Social Security	Personnel:Tax	-60
		Medicare	Personnel:Tax	-16.72
		Federal Tax Withholdings	Personnel:Tax	-61
7/31/2012	CenturyLink	206-Z22-0101 / Aug 2012	Office Expenses (Business):Communication	-265.5
Total Month Ending 7/31/2012				-14,501.62

Registration Number: 2438
Kobe Trade Information Office

Disbursement of Monies

Attachment B
8